

San Dieguito Union High School District
PERSONNEL COMMISSION
Regular Meeting Minutes
3:30 P.M., February 13, 2024

MEETING/OPEN SESSION

1. Call to Order

The meeting was called to order at 3:32 p.m. by Commissioner JEFF CHARLES.

2. Pledge of Allegiance

Commissioner Charles led the pledge of allegiance.

Personnel Commissioners in Attendance

Justin Cunningham

Jeff Charles

John Baird

Personnel Commission Staff in Attendance

Susan Gray, Director of Classified Personnel

Barbara Bass, Human Resources Analyst

3. Approval of the Agenda for the February 13, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve the agenda of the February 13, 2024, Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

4. Approval of the Minutes for the January 9, 2024, Personnel Commission Regular Meeting.

Public Comments - None

Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the January 9, 2024. Personnel Commission Regular Meeting.

Justin Cunningham

Jeff Charles

John Baird

Passed with Three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the

posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association - *Carlos Magana*
- B. San Dieguito Union High School District - *None*
- C. Public - *None*

ACTION ITEMS (See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments - None

- A. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 01/03/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- B. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- C. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- D. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Support Facilitator, R39, Open/Promotional-Dual Certification, updated 01/10/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- E. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant II, SR27, Open/Promotional-Dual Certification, updated 01/11/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- F. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Nutrition Services Assistant I, SR25, Open/Promotional-Dual Certification, updated 01/16/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- G. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/16/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- H. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/19/2024, individual eligibility valid for six months.
Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes
- I. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant - SpEd Behavior Intervention, SR36, Open/Promotional-Dual Certification, updated 01/23/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- J. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/23/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- K. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Unranked Eligibility List for Associate Superintendent, Business Services, Salary per Contract, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- L. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Nutrition Services Production Assistant, SR33, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- M. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – Bilingual Spanish, SR31, Open/Promotional-Dual Certification, updated 01/24/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- N. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility valid for six months.

Jeff Charles
John Baird
Justin Cunningham
Passed with Three Ayes

- O. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Director of Communications, Management, SR2,

Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility.
valid for six months valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- P. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Student Support Facilitator, SR39, Open/Promotional-Dual Certification, updated 01/25/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- Q. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve an Eligibility List for Information Systems Support Technician, SR44, Open/Promotional-Dual Certification, updated 01/26/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- R. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List for Custodian - Floater, SR33, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- S. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Student Health Care Specialist, SR40, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

- T. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility List Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 01/30/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

U. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility for Custodian, SR32, Open/Promotional-Dual Certification, updated 01/31/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

V. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve a Continuous Filing Eligibility for School Bus Driver, SR38, Open/Promotional-Dual Certification, updated 02/01/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

W. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Instructional Assistant – SpEd, SR34, Open/Promotional-Dual Certification, updated 02/05/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

X. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for Bus Driver Trainer, SR44, Open/Promotional-Dual Certification, updated 02/06/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

Y. Motioned by JUSTIN CUNNINGHAM, seconded by JOHN BAIRD, to approve a Continuous Filing Eligibility List for Campus Supervisor, SR32, Open/Promotional-Dual Certification, updated 02/06/2024, individual eligibility valid for six months.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED/RECRUITMENTS POSTED

Public Comments - None

A. Motioned by JOHN BAIRD, seconded by JUSTIN CUNNINGHAM, to establish a six-month Eligibility List for Custodian, SR32, Open/Promotional-Dual Certification.

Jeff Charles

John Baird

Justin Cunningham

Passed with Three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments – There were 5 public speakers for agenda item A.

Carolyn Kinnare

Anne Van Winkle

Tracy Ngo

Carmen Blum

Carlos Magana

- A. Reclassification Status Update
- B. District Office Reopening Update
- C. PowerSchools Implementation Update
- D. Vacancy Report Summary
- E. Vacancy Report
- F. Personnel List Report

9. CORRESPONDENCE

Public Comments, if any

10. NEXT PERSONNEL COMMISSION MEETING

The next Regular meeting of the Personnel Commission is scheduled for Tuesday, March, 12, 2024, at 3:30 p.m.

11. ADJOURNMENT – 5:41 PM